

Regular Council Meeting—December 10, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on December 10, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Dr. Michael Lee, First Baptist Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Interim Chief Ken Walsh, Police Department  
Mr. John Tomlin, Director of Public Works  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Mr. Steve Farmer, Altavista, VA, Chairman of the Altavista Chamber of Commerce came forward and introduced Mrs. Heather Reynolds, President of the Altavista Chamber of Commerce to Council. Mrs. Reynolds replaces Mrs. Patty Eller who retired in November.

Mrs. Reynolds addressed Council stating she looks forward to working with Council to better the Town.

Mayor Mattox welcomed Mrs. Reynolds.

Mayor Mattox asked if anyone else would like to address Council. No one came forward.

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5. Special Items or Recognitions

A) Avoca

i) Resolution—Frank Murray

Mayor Mattox presented Mr. Frank Murray with a resolution and thanked him for his service to the Town of Altavista.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to adopt the presented resolution.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

**RESOLUTION  
BY THE ALTAVISTA TOWN COUNCIL  
FOR APPRECIATION AND RECOGNITION OF  
FRANK MURRAY**

*WHEREAS*, Frank Murray served the citizens and the community of Altavista as Executive Director of Avoca from September 2003 through September 2013; and

*WHEREAS*, during his tenure at Avoca, Frank Murray poured his heart and soul into spreading the word about the history and beauty of Avoca, while overseeing every aspect of the facility along with his staff; and

*WHEREAS*, Frank Murray worked tirelessly on improving the facility and it's grounds, through such projects as relocation of a 19<sup>th</sup> century log cabin on the grounds, construction of an arboretum, as well as many improvements to the main structure and its outbuildings; and

*WHEREAS*, the educational and historical programs provided at Avoca have benefited elementary school children, providing them with knowledge of the rich history of the site and an earlier way of life; and

*WHEREAS*, under the leadership of Frank Murray, Avoca has developed into a tourism destination, while becoming a facility available to the general public for community events and a picturesque setting for weddings and many other social gatherings; while assembling and utilizing a knowledgeable and enthusiastic group of volunteers; and

*WHEREAS*, his vision to research and provide access to the African-American slave cemetery has created a new and informative aspect of Avoca and has reunited descendants of families that lived at Avoca during the eighteenth, nineteenth and twentieth centuries; and

*NOW, THEREFORE, BE IT RESOLVED* the Altavista Town Council hereby expresses its sincere gratitude and appreciation to Frank Murray for his dedication as Executive Director of Avoca for the past ten years and commends his efforts for making our "little jewel" into a national destination and wishing him much success and enjoyment from his future endeavors.

Adopted the 10<sup>th</sup> day of December 2013.



Mike Mattox, Mayor

Attested: \_\_\_\_\_  
J. Waverly Coggsdale, III

Mr. Murray expressed his appreciation to Council. Mr. Murray read a note of appreciation he received and felt it could equally pertain to Council:

Thank you for all you do to make Avoca a truly welcoming place for community gatherings. As important as historical houses are for the interpretation of an education about history, the preservation and even their architectural structures and is tenuous at best. Unless they adapt to

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the interest of contemporary artists in a way that is relevant and deeply valued by the community, your success in this regard is the most lasting contribution to the lives of the people of Altavista and surrounding region.

ii) Introduction of Michael Hudson, New Executive Director

Mayor Mattox introduced Mr. Michael Hudson, Executive Director of Avoca.

Mr. Hudson addressed Council stating he hoped this would be a wonderful, productive relationship between Avoca Museum and the Town of Altavista. He pledged he would do everything possible to make the public aware of the unique jewel that is Avoca and everything that it has to offer.

Mr. Higginbotham suggested to Mr. Hudson to reach out to the area colleges for volunteers.

B) Public FY2015 Budget Input Session

Mayor Mattox opened the floor for public input on the FY2015 Budget process.

No one came forward to speak.

6. Consent Agenda

- a) Approval of Minutes-Work Session November 12, 2013, Regular Meeting November 12, 2013 & Work Session November 26, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
  - Administration
  - Altavista on Track
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department
  - Transit System
  - Wastewater Department
  - Water Department

A motion was made by Mr. George, seconded by Mrs. Dalton, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

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### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

###### Banners for Main Street and & 7<sup>th</sup> Street

Mrs. Dalton advised at last month's Council meeting, the Committee presented information regarding the proposed banner program for the downtown area, as well as an extended area of Main Street. After discussion, the Town Council opted to match the \$5,000 provided by the Chamber of Commerce, while requesting staff to see if there were other potential funding sources. With no additional funding sources identified, the Committee revisited the proposal and recommends that the Town proceed with the purchase of banners from Mosca at a price of \$19,700. The additional funds above and beyond the previously approved \$5,000 from the Town and the \$5,000 from the Chamber will be taken from reserves, should additional funds in existing departmental budgets not be identified.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to authorize the purchase of banners from Mosca in an amount not to exceed \$19,700, as outlined.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

###### Consideration of FY2015 ACTS (Transit) Budget

Mrs. Dalton advised Council is asked to consider the Altavista Community Transit System's (ACTS) budget at their December meeting, to allow staff to proceed with the grant application that provides state and federal money for the operation of the system.

A motion was made by Mrs. Dalton, seconded by Mr. George, to authorize the Assistant Town Manager to apply for the DRPT grant based on the ACTS draft budget and process monthly draw downs of the grant, if approved.

Mr. Higginbotham asked if there was any consideration of raising the rates to make the ACTS service self-sufficient. He felt the federal government can only support so much and their concept is to eventually wean us off that support.

Mrs. Dalton stated she would bring this before the Finance Committee and see what the consultant says about raising the fee.

Mr. Coggsdale stated the purpose of this is to authorize Mr. Witt to apply for the DRPT grant. He noted if we have additional revenue we may qualify for less money in the grant.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes

Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

#### Sick Leave/Bank Policy Changes

Mrs. Dalton stated based on Council's adoption of the Short Term/Long Term Disability Plan for "VRS Hybrid Retirement Plan" employees (includes all employees hired on/after January 1, 2014 and any existing employee who opts for the new coverage), staff proposes that the Town's Sick Leave/Sick Bank policy be changed. The new plan has disability coverage in it so there is no need for an extended amount of sick day accumulation.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the Short Term/Long Term Disability Plan for "VRS Hybrid Retirement Plan" employees.

Mrs. Shelton advised employees hired on or after January 1, 2014 will have VRS coverage under the new VRS Hybrid Retirement Plan. Police Officers earning hazardous duty pay are not eligible for the Hybrid Plan. With the implementation of the new VRS Hybrid Retirement Plan short term disability benefits will be available to Hybrid Plan employees making large sick leave accruals no longer necessary for income replacement. In accordance with the state code, Hybrid Plan employees will have disability coverage that includes a self insured short term disability program that replaces income, based on years of service as well as long term disability coverage.

She stated currently, there is no short term disability program in force. Current employees with a long term disability may apply for VRS disability retirement benefits which are offered in the event of total and permanent disability only. Employees that fall under VRS Plan 1 and Plan 2, who do not elect to transition to the new Hybrid Plan will not have the benefit of disability coverage. Mrs. Shelton advised the existing sick leave structure has been designed to provide income replacement during a period of short term disability. Currently, sick leave is accrued at a rate of 10 hours for each month of service. The maximum accrual is 720 hours. The existing sick leave program also includes a voluntary Sick leave Bank which can provide up to 45 days for those who have exhausted all other paid leave available. It is Staff's recommendation to continue to provide sick leave on an annual basis for the Hybrid Plan employees, but at a reduced rate and with a reduced maximum accrual. Staff is recommending Hybrid Plan employees accrue sick leave one day per month with a maximum accrual of 12 days; hours earned per month equals hours worked per day. The proposed sick leave structure provides 7 days per year to satisfy the elimination period before short term disability benefits commence. In addition, it allows for additional 5 days to be used as needed. It is also Staff's recommendation to eliminate the Sick Leave Bank for employees that fall under the VRS Hybrid Plan. She added existing employees that elect to transition to the Hybrid Plan will have their current sick leave balances frozen for future use (not eliminated). Their frozen sick accrual will be used to supplement their short term disability benefit percentage paid so that they can reach 100% of income (i.e. if benefit percentage is 60%, then the employee could supplement the benefit with their sick accrual to make up the 40%).

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Mr. Higginbotham questioned if a leaving employee would be paid the accumulated sick time.

Mrs. Shelton responded if an employee leaves on good terms, they will receive 40 hours of sick time pay or the remainder of what they have on the books less than 40 hours.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Public Works/Utility Department Reorganization Proposal

Mrs. Dalton advised the Finance Committee reviewed the proposal submitted by staff that would begin a process of reorganizing the Public Works/Utility Departments and bring them under one director. The Town Manager presented Council with a memorandum which set forth the proposals and two organization charts showing the short term and long term changes that would be incorporated. The Committee recommends endorsement of this proposal, realizing that job descriptions and title changes will need to be incorporated at the appropriate time. The position of Director of Public Works/Utility (Grade 25) would take the place of the existing Director of Public Works (Grade 22) and the position of Public Works Manager (Grade 18) would replace an existing supervisor (Grade 14) position. This action would allow the Town Manager to proceed with recruitment for the positions. Mrs. Dalton mentioned Mr. Tomlin is retiring soon and this is an opportunity to look the reorganizing process.

Mr. Higginbotham commented this would only work if the right person is hired and the same structure might be better.

Mr. Coggsdale stated the desire is to hire an engineer.

Mrs. Dalton stated in the long run, they are looking towards fewer employees which will take a while. She felt it would have financial implications as well.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the concept as presented.

Mrs. Dalton commented this was a directional decision and if the Town Manager encounters road blocks, this is not set in stone. She also mentioned the committee has been considering reorganizing the departments for some time.

Mr. Higginbotham asked Mr. Coggsdale what an engineering background would do that the Public Works Director could not do.

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Mr. Coggsdale felt an engineer would bring forth expertise.

Mr. Higginbotham questioned expertise in managing the three departments.

Mr. Tomlin felt an engineer would bring the practical knowledge of plant operation, the practical knowledge of engineering aspects of the plant operations, and the plant aspects of Public Works.

Mr. Edwards stated he understands the application of the engineering side but felt the job of managing Public Works, Water Department and Wastewater may involve managing instead of engineering. The engineer may be the way to go but cautioned that he needs to be very skilled in his management abilities.

Mr. Coggsdale stated under the Director would be three managers who would oversee the day to day of the employees.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox complimented the committees, staff, Mr. Coggsdale and Mr. Tomlin for working hard to make Altavista's Public Works Department more effective.

### Other Items/Updates

Mrs. Dalton advised:

Committee Meeting date/time – The Committee has previously held their meeting on the first Tuesday of each month. Staff has asked the Committee to consider moving the date or time of the meeting. This request is based on the fact that the Committee's meeting falls the same week as Town Council agenda preparation and on the same day/time that the Campbell County Board of Supervisors conducts their monthly meeting. Following discussion, the Committee has decided to meet the Fourth Thursday of each month at 8:15a.m. beginning in January 2014.

Water Improvement Project Funding – Staff continues to explore options regarding the funding of the current project (Bedford Avenue Waterline Improvements) and future projects. Staff will be meeting with "professionals" regarding their services regarding such analysis.

Adverse Experience Adjustment--some time ago, a search was done for a healthcare provider and the Town left the Anthem Health Insurance plan administered by The Local Choice. When the Town opted out, they were told there would be an Adverse Experience Adjustment (AEA) sent by way of monetary remuneration. She noted the committee is in receipt of the Adverse Experience Adjustment request and there are numerous questions advising no decision has been made; the bill is in excess of \$20,000. This item will be reviewed in the January Finance Committee meeting.

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### ii. Police/Legislative Committee

Mr. Edwards reported the Police/Legislative Committee has met with the Town Manager and made their recommendation in regards to the next Police Chief.

### iii. Public Works/Utility Committee

#### Altavista Commons Utility Service Area

Mr. Ferguson advised at last month's Town Council meeting, Council directed the Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford elevated water tank to the Town. The County has received the correspondence and the request to convey the tank, as well as the budgeted funds (\$56,000) will be considered by the Board of Supervisors at their January 7, 2014 meeting. If the County concurs with the conveyance, the Board of Supervisors would have to hold a public hearing in February.

#### Excess Water

Mr. Ferguson advised staff continues to work with Campbell County Utility Services Authority in regard to the excess water in the line that serves the Dearing Ford Business Park/Altavista Commons Shopping Center.

Mr. Edwards asked if it would be appropriate to consider what will be saved by accepting the excess water.

Mr. Coggsdale clarified in the cooler weather the excess water is not a problem but this is a part of the Utility Agreement discussions.

#### Departmental Reorganization Proposal

Mr. Ferguson stated the Committee reviewed the proposal for reorganization involving the Public Works and Utility functions and agreed in concept. This item was covered under the Finance/Human Resources Committee report.

#### Updates

Mr. Ferguson advised:

#### WWTP Emergency Overflow Pond (PCB Issues)

Testing kit is being evaluated for potential grid sampling at the WWTP pond.

The agreement with Dominion Power for "excess fill dirt" was signed by the Town and the executed copy forwarded to Dominion.

#### Clarion Road/Lynch Mill Road Intersection

Staff is working on gathering data that can be analyzed in regard to the necessity of traffic safety mechanisms at this intersection

### b) Others

#### i. Planning Commission

Mr. Witt advised at the November 4, 2013 Planning Commission meeting



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a public hearing was held to consider two changes to the Town of Altavista Zoning Ordinance, 2002. The first proposed change would correct and update code sections related to satellite dishes and bring the Town Code under compliance with Federal and State laws. Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. Mr. Eller updated the Zoning Ordinance so that it would be in compliance with those laws. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M- Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

The second proposed change would be in Section 86-192 to add an additional use, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. "Personal services" is defined in Sec. 86-32 of the Zoning Ordinance as businesses "engaged in the provision of frequently or recurrently needed services of a personal nature". Mr. Witt advised no one was present for these hearings and the Planning Commission recommends approval of these two amendments to the Town's Zoning Ordinance. He asked Council to set a public hearing for the January 14, 2014 Town Council meeting.

Mr. Coggsdale stated this would be the first reading of the proposed ordinance amendments.

A motion was made by Mr. George, seconded by Mrs. Dalton, to set a public hearing for Tuesday, January 14, 2014 at 7:00 p.m. to receive public comment on the proposed ordinances as presented or modified.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

9. New Business

10. Unfinished Business

a. Bicycle Accommodation Plan Adoption

Mr. Coggsdale referred to a work session held on Tuesday, November 12, 2013 in regard to the Bicycle Accommodation Plan that was prepared for the Town by Region 2000 staff. Staff is seeking any additional input from Town Council in an effort to have the plan adopted.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the Bicycle Accommodation Plan be adopted.

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Mr. Higginbotham does not feel Altavista has a bicycle problem; since this decision he has seen two bicycles on the sidewalk. In Lynchburg, on Rivermont Avenue, they have eliminated or having parking in the bicycle path. He felt in a small town it was more dangerous to have children riding in the bike paths then on the sidewalks. He felt it was Region 2000 saying the Town of Altavista needs the Bicycle Accommodation Plan. He stated he supports biking and anything that doesn't use fuel and felt the walkers and bikers could share the sidewalk.

Mrs. Dalton clarified it was her understanding that this was a plan, implementation of any piece or part of the plan would come back to Council; adoption of the Plan is not authorization of this being done. She noted she is not in favor of adopting the plan if it is executable at this time.

Mr. Ferguson felt the work session was beneficial and felt riding the bicycle on the sidewalk does not work.

Mayor Mattox stated basically the plan calls for installing "Share the Road" signs. This would encourage the use of bicycles throughout the community in a safe manner. This is a plan and if there is an opportunity for striping, it will come before Council and Council will determine if it is worthwhile.

Mr. Emerson stated bikers have the right to be on the road regardless, and if the Town has the opportunity to make the roads safer for the ones who want to bike in the Town, it should be done.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

### b. ACTS Transit Development Plan

Mr. Coggsdale advised the Altavista Town Council held a Work Session on Tuesday, November 26, 2013 in regard to the Transit Development Plan prepared for the Town by KFH Group, Inc. This plan is required by the Virginia Department of Rail and Public Transportation, the agency that the town receives funding through the operation of the transit system. During the work session, several mid-term projects were reclassified as Vision Projects (Long Term), as the Council felt some of the items were a little too aggressive at this time. The short-term projects (recommended for implementation in the first year or two of the TDP) include: minor route adjustments, Saturday Route adjustment, extending summer evening hours, extending summer Saturday hours and service to the Medical Center in Hurt. He noted the FY2015 draft budget takes the implementation of these short-term projects into consideration and the Transit Development Plan will be used in the development of future budgets.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adopt the ACTS Transit Development Plan.

Mrs. Dalton noted this is a planning tool.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	No

### c. AT & T Easement Consideration

Mr. John Eller, Town Attorney, addressed Council regarding the AT & T Easement on the Melinda Drive tank site. He advised at the November 12, 2013 Council meeting, Council discussed the at risk arrangement that was made for AT & T to install a fiber optic line parallel to the fence around the tank compound pending reaching a formal contract. Mr. Eller reviewed with Council the terms of the contract and noted AT & T is ready to execute the terms of the agreement pending the Town's adoption.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to approve the Communication Facility Easement Agreement between the Town of Altavista and the New Cingular Wireless PCS, LLC.

Mayor Mattox thanked Mr. Higginbotham for suggesting payment of the easement.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### d. Armory Agreement Discussion

Mayor Mattox excused himself from the discussion and asked Vice-Mayor Dalton to lead the discussion.

Mr. Eller advised on November 22, 2013, he and Mr. Coggsdale met with the Masonic Lodge (Mr. Stan Goldsmith and Mr. Don Roberts) to discuss the proposal set forth by the Lodge which included a list of task to be accomplished in the rehabilitation of the building and grounds with an estimated cost and a timeline to complete them. The Lodge is asking that the property be deeded to them in the form of a gift at the outset and then they would move forward with their renovations. He stated they felt that was not the intentions of Council when obtaining the property and felt this would have to come out when the work was completed. This is a problem for the lodge because they are looking at spending \$170,000 for renovations and did not want to use these monies and not own the building. They are looking for a compromise; a lease was suggested and during that time there would be no rent. One dollar per year and the Lodge would have control of property with the idea that during that period they would have to renovate to the satisfaction of the Town. During the term of the lease, the Lodge would be responsible for the maintenance, utilities, and insurance at their expense. During the lease period, the rehabilitation of the grounds and building would be completed by the Lodge as a condition to obtaining the deed. Mr. Eller stated if the Lodge sold the building, they would have to offer it to the Town at the price that they had entered into a contract with a buyer. He noted two core items in the principle categories: 1) work that will restore the exterior appearance of the building, the restoration of the driveway and parking lot and the maintenance of the grounds in a neat and well kept manner 2) work that restores or improves the interior areas of the building to the level that it is functional for the use of the Lodge as its home and tenants that will occupy the building. He stated that not everything on their list would be required to get to the point that they would get the deed. He stated if Council wants to move forward with a negotiation they would need some guidance as to what elements of the rehab plan they put forth has to be completed before receiving the deed. If they don't comply with the

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things that are settled on as core requirements within the time period, the Town would have the option to terminate the lease in which case the building would come back to the Town. He noted there is a definition for “satisfactory” work but needs to be more detailed and the type of maintenance on exterior.

Mr. Higginbotham felt it should be structured so that the Lodge can go in and do what they need to do without the feeling of having a noose around their neck. He noted the Town’s estimate was \$750,000 for repairs and felt this may be a bigger project than anticipated.

Mr. Edwards was concerned this might create a problem for the Lodge. Mr. Edwards asked Mr. Don Roberts, Masonic Lodge, if the Lodge is willing to pursue this project on a lease basis without absolute assurance that after they complete the work that it will belong to the Lodge because the lease does not indicate that.

Mr. Higginbotham stated the proposal is a lease option to buy.

Mr. Eller stated once the list of core is received and completed and the Town is satisfied with the completion, they can receive the deed.

Vice-Mayor Dalton stated the core items would have to be something agreed upon between the Masonic Lodge and the Council. Council would not want to take a 100 year old organization and sink them.

Mr. Edwards felt he would accept a core agreement. He stated it is critical that the Masonic Lodge knows what is expected.

Mr. Coggsdale asked Council what on the list in regards to the property do they want to see done and that they would be comfortable in saying execute the deed and give to the Masonic Lodge.

Mr. Don Roberts, 715 River Bend Road, addressed Council on behalf of the Masonic Lodge. Mr. Roberts stated he has read the report and it is accurate and develops a good framework. He did not see anything in the report that would cause undue concern among the members of the Lodge. It is an ambitious undertaking. He stated although this is a frightening undertaking, the Masonic Lodge has been a member of the Town of Altavista for 102 years and feel they can do this. He felt Mr. Coggsdale had an excellent grasp of what the Lodge is trying to do and asked Council to direct Mr. Coggsdale to get the particulars ironed out. He mentioned free Masonry will exist whether it is in Altavista or not. He did like the idea if the items were completed early not holding them hostage with the lease. He stated the Number 1 item is to fix the roof then the floors and felt the other things would fall into place. Mr. Roberts stated the Masons feel they can take care of these items from within the organization with the exception of the roof.

Mr. Higginbotham referred to the landscape stating as long as the grass is kept mowed, that’s all that he is concerned with.

Vice-Mayor Dalton asked Council to vote to proceed under the broad parameters that Mr. Eller has laid out subject to a final draft.

Mr. Higginbotham wanted to ensure there was a mechanism to get out of the lease if the Masonic Lodge feels they cannot continue with the project.

Mr. Coggsdale stated he and Mr. Eller needed to verify if the list they were creating was what Council had in mind.

Mr. Higginbotham asked if the building was going to be deeded to the Masonic Lodge why would Council care how much they spent or what the repairs were. He asked if Council cared if they spent \$10 or \$50,000 on the HVAC, the asphalt

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paving; does Council care if the lot is resurfaced or not, do the lights really need to be rewired. He brought up the bathrooms and asked if it was necessary to replace the bathrooms.

Mr. Roberts stated in an effort to satisfy a long range plan those things were mentioned. He agreed that it only needs fixing if it's broke.

Mr. Eller stated for protection, the Masonic Lodge needs in some detail what is expected of them. He referred to the list presented by the Masonic Lodge and asked Council to specify what they expect the Lodge to do.

Mr. Higginbotham felt from his perspective, the building and grounds should be leased to the Masonic Lodge for three years and if they like it, then the Town will deed the building and grounds to them.

Mr. Coggsdale noted at some point in the past Council thought having the Armory in their possession was to their advantage and at some point you may be giving it up.

Vice Mayor Dalton stated the purpose of this is to keep the Armory from looking like a blighted building.

Mr. Roberts added he felt renovations of the building were doable and they had to focus on the basics first.

Vice Mayor Dalton asked if there was any objection to proceeding with working on the core list; hearing none she asked staff to proceed.

### 11. Manager's Report

#### a) Project Updates

##### VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- Main Street/Pittsylvania Avenue Intersection issues have been addressed and intersection was reopened Friday (11/8/13)
- Streetscape work (sidewalk) has begun 7th Street.
- Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014.

##### Bedford Avenue Waterline Replacement Project

- Surveying work is underway in the project area.
- Meeting held with VDOT regarding bridge and other issues.
- Staff has received and is reviewing the "Preliminary Design" for the project and will meet with the engineer on December 10th.

#### b) Other Items as Necessary

#### c) Informational Items

### 12. Matters from Town Council

Mayor Mattox asked for prayers for former Mayor Burgess.

### 13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Regular Council Meeting—December 10, 2013

Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Police Chief).

Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreement)

A motion was made by Mrs. Dalton, and seconded by Mr. George.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 8:35 P.M.

Notice was given that council was back in regular session 9:05 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 9:06.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk